

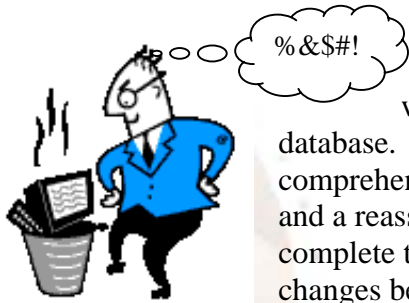
SOLID WASTE COMPREHENSIVE PLANNING – ONLINE DATABASE “HELP MANUAL”



The following information is provided to assist planning areas in navigating and submitting solid waste comprehensive plan information via the Department’s online database. The revised online database will expedite plan submission and Departmental review to ensure all planning areas comply with the revised solid waste comprehensive requirements outlined in IAC 567 - Chapter 101.

Introduction:

Since the completion of the 4th round of solid waste comprehensive plans, the Department has undergone a substantial revision to the comprehensive planning process, including the online database. The ultimate objective of these revisions was to streamline the submittal process while also making the process more user-friendly.



To minimize frustrations, the Department has developed this guide to walk planning areas through the submittal process, while identifying keys to navigating/troubleshooting the online database. The time needed to complete the online submittal portion of the comprehensive plans has been significantly cut through database refinement and a reassessment of what information is needed by Department staff to complete thorough reviews. The Department is confident you will find these changes beneficial and will lead to a more utilized planning tool.

Planning areas are not required to submit hard copies of the online forms as part of the comprehensive plan submittal. However, comprehensive plans filed with the Department must continue to include a signed electronic submission certification, which can be printed once all online forms have been completed and electronically submitted to the Department for review.

Department Assistance:

Help is available from the Department in preparing comprehensive plans. Please contact either of the individuals below with any questions or clarifications needed regarding comprehensive plan requirements or the online submittal process.

Chad A. Stobbe, Program Planner
Energy & Waste Management Bureau
Iowa Department of Natural Resources
Wallace State Office Building
502 East 9th Street
Des Moines, IA 50319
Phone: (515) 242-5851
Fax: (515) 281-8895
Chad.Stobbe@dnr.state.ia.us

Mark Warren, Program Planner
Energy & Waste Management Bureau
Iowa Department of Natural Resources
Wallace State Office Building
502 East 9th Street
Des Moines, IA 50319
Phone: (515) 281-4968
Fax: (515) 281-8895
Mark.Warren@dnr.state.ia.us

In addition to the contacts listed above, the Department has made available several planning tools for planning areas to use that can be accessed via the Department's Comprehensive Planning Website: <http://www.iowadnr.com/waste/sw/compplan.html>.

Iowa Code and Iowa Administrative Rules can be found at <http://www.legis.state.ia.us/>.

Municipal Solid Waste and Recycling Survey:

During each planning cycle, the Department will issue each planning area a municipal solid waste and recycling survey (IAC 567 – 101.10) to be completed by member local governments prior to comprehensive plan development and submittal.

Survey results will be used to update the online database so that the Department can provide accurate data to the public. The results will also be shared with your community's solid waste planning area to assist them in developing their subsequent comprehensive plan update, and will assist the Department in our efforts to be proactive in our statewide solid waste planning. Questions on the municipal survey left blank by member communities will be entered by Department staff as "No" or "Not Applicable". It is the planning agency's responsibility to review the entered data for accuracy prior to plan submittal.

The Department will not provide access to the comprehensive planning online database until the Department receives copies of all completed municipal solid waste and recycling survey forms from the planning area.

The Department will contact each planning agency twelve (12) months prior to the due date of the comprehensive plan update to determine the planning agency's preferred survey completion/submittal option.

Getting Started:

The Department's comprehensive planning online database (IAC 567-101.11) can be located at <http://csbweb.igsb.uiowa.edu/wmacompplan/round5/default.asp>.

Planning areas will be prompted to enter a username and password that was issued to each planning area upon receipt of all completed municipal solid waste and recycling surveys. Once entered, planning areas will be forwarded to the following "Main Menu" page.



The Department strived to make the use and navigation of this site as straightforward and user-friendly as possible. Each form allows the user to input all applicable information for that particular category.

As a departure from the previous comprehensive planning database, the Department focused on allowing users to input complete program information by city, rather than by program or service.

Once a city has been entered into the database, all information for that particular city can be entered without having to skip around and select different categories. This fundamental change in database structure will expedite data entry and streamline data retrieval.

Planning Area Description:

DNR Form 542-8149

Description: This form indicates the name of the planning area, as well as lists its member local governments and unincorporated areas.

Helpful Hints: Prior to entering data, each user should check to ensure that the planning area description provided is current. Please notify the Department if edits need to be made regarding the cities within the planning area.

The Department has entered planning area descriptions from previous approved comprehensive plan submittals.

Contacts & Board Information:

DNR Forms 542-8148, 542-8145, 542-8146

Description: The "Contact Information" form is used to list contact information for each person that should be copied on plan correspondence. The "Board" and "Board Members" forms are used to record any boards or committees and their individual members that participate in comprehensive planning development.

Helpful Hints: The Department has entered contact and board information from the previous approved comprehensive plan submittals. At the bottom of the "Contact Information" form, users are asked to identify whether the person being entered is a "Primary" (*All plan correspondence will be addressed to this person*) or a "Consultant".

Fields with an "*" denote optional information. However, it is strongly encouraged that if a contact/board member has an e-mail address, that it be included.

As for Boards or Committees, use the form to the left to record any boards or committees and their members that participate in comprehensive planning. To view and record the members of a board, click the dot next to the record for that board, and click "Edit Selected" and then click "View Members".

From this page, users can add new members and designate whom they are representing. When entering a new board or committee, users will be asked to identify their name, role in the integrated solid waste management system, and when they regularly meet.

When viewing board members, users can select any board that has previously been entered by scrolling to the top of the page and clicking on “Select a Different Board”. To edit information for any board member, users will again need to click on “Edit Selected” and then make the appropriate changes to each entry. Upon completion of editing, make sure to click “Save” to ensure information was updated.

If deleting a member from a board, the database will prompt users to confirm that this action is indeed what the user is intending to do. This will help avoid inadvertently deleting data.

Reminder – When deleting entire boards, all board member information will be deleted.

Drop-off Recycling Sites:

DNR Form 542-8143

Description: The “Drop-off Recycling Sites” form allows the user to identify all drop-off recycling sites within the planning area. Each city or unincorporated area with a drop-off recycling site(s) needs to be entered in this form.

Helpful Hints: The user must input facility and site specific information prior to entering “Program Information by City” for each city within the planning area.

Users will be asked to list all locations/addresses and hours of operation of drop-off sites in each selected city, separating multiple locations with a semi-colon(;).

Users will also be asked to indicate what materials are accepted. If a material is accepted and is not included in the prescribed list, please indicate the material(s) in the “Other” column. Please select all materials that are collected, even if not collected at every site.

Yard Waste Management Sites:

DNR Form 542-8144

Description: The “Yard Waste Management Sites” form requires the user to identify all yard waste management sites within the planning area. Each city or unincorporated area with a yard waste management site(s) needs to be entered in this form.

As with “Drop-off Recycling Sites” form, the “Yard Waste Management Sites” form requires the user to input facility and site specific information prior to entering “Program Information by City” for each city within the planning area.

Helpful Hints: Yard waste management sites can be added by selecting the appropriate city followed by entering the following site data:

- 1) Name
- 2) Address and Hours of Operation
- 3) If there is a Sanitary Disposal Project Permit
- 4) Is it permitted by rule (IAC 567-105)
- 5) Collection Method
- 6) Accepted Items
- 7) Other Site Descriptive Information

Reminder - Edits can be made to each entry by scrolling to the top of each form, clicking the dot next to the desired record and clicking "Edit Selected".

Permitted Facilities:

DNR Form 542-8147

Description: The “Permitted Facilities” form allows the user to identify all facilities within the planning area that are required to have a sanitary disposal project permit. Information for non-permitted facilities, such as city compost sites, will be included in other sections of the comprehensive plan.

Helpful Hints: User will be prompted to input:

- 1) Facility Name
- 2) Permit Number
- 3) Type of Facility (*Drop-down Menu*)
- 4) Permit Status (*Drop-down Menu*)
- 5) MSW & C&D Waste Tipping Fees (*per ton*) (*Transfer Stations and Sanitary Landfills*)
- 6) Bans or Ordinances in Effect
- 7) Other Facility Descriptive Information

Depending upon whether the facility is a landfill or transfer station, users will need to indicate:

- 1) Ultimate Capacity in Years
- 2) Permitted Capacity in Years
- 3) Year Scale was Installed (*Landfills*)
- 4) Destination of Waste (*Transfer Stations*): City, State, and Landfill required

Reminder - Tipping fees, bans, capacities and scale installation information is only required for those facilities that are operating or have a temporary permit.

Choose a City:

DNR Form 542-8136

Description: This form serves the menu for entering city specific data for all members of each planning area. Upon completion of data entry for each city, users can return to this menu to select another city for data entry.

Helpful Hints: The Department has entered each planning area's description and member local governments (as of July 2005). With this data already entered, users can begin inputting data into the following forms:

- 1) Recycling & Waste Collection
- 2) Recycling and Waste Haulers
- 3) Diverted Materials
- 4) Commercial Recycling
- 5) Residential Recycling
- 6) Yard Waste Management Program

Users can input data into these six forms by selecting them individually or by clicking on the "Save and Continue" button at the bottom of each form upon completion. By continually selecting to "Save and Continue" all information for that city will be completed prior to moving to a new city. Using the "Save and Continue" function will decrease the likelihood that incorrect information will be entered for the wrong city.

Users can select the "Save and Continue" button and it will send them to the next form, or users can select the "Save and Return to Menu" button and it will forward users to the "Choose a City" form. Here users can continue to enter information for additional cities or return to the "Main Menu".

***Reminder* - Entries cannot be left blank, otherwise an error message will appear in red.**

Recycling & Waste Collection:

DNR Form 542-8137

Description: The "Recycling and Waste Collection" form allows the user to provide a snapshot of each city's individual recycling and solid waste collection system.

Helpful Hints: Information on whether the city is a member of a 28E with a solid waste agency to how the city governs (i.e., city licenses, city contracts, properties contract, or city crews) the collection of recycling and waste, to collection frequency will be addressed.

If the city has a unit-based pricing program (UBP), information such as the year that it began, why it was implemented, and brief description of the program will be requested.

Recycling & Waste Haulers:

DNR Form 542-8138

Description: The “Recycling and Waste Haulers” form allows the user to list all waste and recycling haulers that serve each community and their collection services.

Helpful Hints: Users will be asked to enter information on each hauler’s services, including:

- 1) Residential Garbage Collection
- 2) Commercial Garbage Collection
- 3) Garbage Disposal (within PA & out-of-state)
- 4) Residential Recycling Collection
- 5) Commercial Recycling Collection



All haulers within the selected city are required to be entered into this form. If you enter a hauler, users must also indicate where final disposal occurs (within planning area or out-of-state). Once all haulers have been added, select the “Save and Continue” to advance to “Diverted Materials” form.

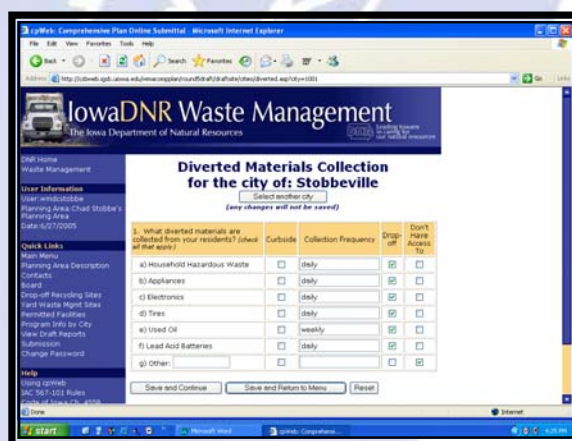
Diverted Materials:

DNR Form 542-8139

Description: The “Diverted Materials” form allows the user to indicate which diverted material(s) are collected, the means of collection that are available, and the collection frequency.

Helpful Hints: Collection frequency refers to curbside collection only and not drop-off collection. Hours of operation for drop-off locations (for diverted materials) are to be addressed in narrative.

If any of these diverted materials are not collected, simply indicate “Don’t Have Access To”. If a material is collected that is not listed, indicate the material(s) in the “Other” entry box. If users choose to add a material into the “Other” entry box, a collection frequency must also be indicated (drop-off and curbside). If no “Other” material(s) are collected, the user must select “Don’t Have Access To” to continue.



Reminder – If curbside is selected, the collection frequency must also be indicated.

Commercial Recycling:

DNR Form 542-8140

Description: The “Commercial Recycling” form requires the user to indicate whether businesses have access to recycling programs and how recyclable materials are collected from businesses/workplaces.

Helpful Hints: If no businesses within the city limits have access to recycling programs click the dot next to “No”. If there are no businesses within the city limits, click the dot next to “No businesses within the city limits”.

If commercial recycling is required by ordinance, users are prompted to provide a contact that the Department can reach for further information about the ordinance, if needed.

A screenshot of a web browser displaying the "Commercial Recycling for the city of: Stobbeville" form. The form is titled "Select whether city" and includes a note "(any changes will not be saved)". It contains several questions with checkboxes and radio buttons. Question 1 asks if businesses/workplaces in the city have access to recycling programs. Question 2 asks how recyclable materials are collected. Question 3 asks if the city requires businesses/workplaces to recycle by ordinance. Question 4 asks for contact information if applicable. The form has a "Save and Continue" button and a "Save and Return to Menu" button.

Residential Recycling:

DNR Form 542-8141

Description: As with the “Commercial Recycling” form, the “Residential Recycling” form allows users to provide a more detailed picture of each city’s recycling collection system.

Helpful Hints: Users will be asked to indicate whether the city has access to curbside and/or drop-off recycling services, as well as what materials (paper, glass, metal and plastic) are collected through curbside recycling programs.

If a city's residents have access to drop-off sites, users will be asked to select which of the cities' and/or unincorporated areas' drop-off sites listed are available to the city. If a site is not listed, one will need to be added to the “Drop-off Recycling Sites” form. Additional information regarding collection frequency and who (city, solid waste agency, or private entity) provides curbside and drop-off services will be requested.

A screenshot of a web browser displaying the "Residential Recycling" form. The form is titled "What type(s) of residential recycling are available to this city? (check all that apply)". It includes a table with columns for "City", "Solid Waste Agency", and "Private Entity". The table has rows for "Curbside" and "Drop-off". Below the table, there are sections for "If applicable, what materials are collected as part of this city's curbside recycling program?" and "If applicable, how often are the above items collected?". The form has a "Save and Continue" button and a "Save and Return to Menu" button.

***Reminder* - If a question is “Not Applicable”, the user must select that checkbox, otherwise an error message will appear.**

Yard Waste Management Programs:

DNR Form 542-8142

Description: In addition to the “Yard Waste Management Sites” form, the “Yard Waste Management Programs” form allows the user to provide a more detailed picture of each city’s individual yard waste management program.

If a city's residents have access to yard waste management sites, users will be asked to select which of the cities' and/or unincorporated areas' yard waste management sites listed are available to this city.

The screenshot shows a web browser window with the address bar displaying "http://stobbeville.spb.us/home/cemppg/ncm/pdofc07d9347681d94f0e3a7ba0e.aspx?ID=1083". The page title is "Comprehensive Plan Online Submittal".

Yard Waste Management Program for the city of Stobbeville

[Select municipality](#)

(any changes will not be saved)

- What yard waste (i.e., leaves, grass clippings, and garden waste) and tree waste (i.e., trees, tree limbs/branches) management options are available in the community?
(Y = yard waste, T = tree waste (stock at that spot))

Bakyard Compositing:	<input checked="" type="checkbox"/> YW	<input type="checkbox"/> TW
Bakyard burning:	<input checked="" type="checkbox"/> YW	<input type="checkbox"/> TW
Compost or Mulch Program:	<input checked="" type="checkbox"/> YW	<input type="checkbox"/> TW
Land Apply on Farm/City Property:	<input checked="" type="checkbox"/> YW	<input type="checkbox"/> TW
Leave it Lay/Mowing Mower Program:	<input type="checkbox"/> YW	

Other, please specify:
- Does the city operate a burn pile for trees and tree limbs? ☐ Yes ☐ No
Please note that State Code only allows cities to burn trees and tree trimmings. JAC 567-23(2)
- If this city's residents have access to a yard waste management other, selected which of the following sites in the planning area are available to this city (if a site is not listed below, it needs to first be added to the yard waste management site form):
 - ☒ Grassland in Stobbeville
 - ☐ Pines C in Stobbeville
- Other comments regarding this city's yard waste management program:

View Draft Reports:

Helpful Hints: Once a report is selected, click the browser's "back" button to return to this menu to view the remaining reports. These reports are Draft and can be edited prior to formal submission to the Department.

The screenshot shows a web browser window with the address bar displaying 'http://iowadnr.com/comp/planonline/draft.php?draftreport?reportname.asp'. The page title is 'Iowa DNR Waste Management' with the tagline 'the Iowa Department of Natural Resources'. The main content area is titled 'Draft Reports' and contains a list of links: 'Report Cover Page', 'Planning Area Description', 'Planning Area Contacts', 'Waste and Solid Materials', 'Resource Inventory', 'Solid Waste Management Sites', 'Hazardous Waste Management', 'Recycling and Solid Materials', 'Landfill Management', 'Comminuted Recycling', 'Industrial Recycling', 'Air Emissions Program', and 'Self-Assessment'. A note at the bottom of the list states: 'Self-Assessment - for larger planning areas this may take a while to load.' The left sidebar contains navigation links: 'Start Home', 'Waste Management', 'User Information', 'Planning Area Draft Studies', 'Planning Areas', 'Site/TC005', 'News', 'Planning Area Description', 'Contacts', 'Notes', 'Drop-off Recycling Sites', 'Solid Waste Management Sites', 'Permitted Facilities', 'Choose a City', 'View Draft Reports', 'Information', 'Change Password', 'Help', and 'Loading options...'. The bottom of the browser window shows the Windows taskbar with various open applications.

Submission:

1) Submit Plan to the Department

The screenshot shows a web browser window with the address bar displaying the URL: <http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp>. The page title is "IowaDNR Waste Management" and the subtitle is "The Iowa Department of Natural Resources". The main content area is titled "Submission Menu" and contains three links: "Submit Plan to DNR", "Check Status of Previously Submitted Plan", and "View Reports of Previously Submitted Plan". A left sidebar contains a "User Information" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Planning Area Description" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", and a "Contacts" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp". The sidebar also includes a "Recycling" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Solid Waste" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Hazardous Waste" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Program Info by City" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "View Draft Reports" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Submission" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", a "Change Password" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp", and a "Help" section with a link to "http://iowadnr-sql.usma.usf.edu/comp/planonline/submit.asp?ID=1341401/submit/home.asp".

First, all the information the user has entered will be scanned by the computer to make sure all required information is included and has been saved by a person from the planning area. This does not check the accuracy of the information, only its existence.

Users will be asked a few questions concerning this submission - whether it is an original submission or a response to a comment letter and a name for the submission.

When the online plan contents passes the check for completeness and the user has entered all submittal information, the user will receive a confirmation code and a letter to be printed and mailed to Department with the hard-copy portion of the comprehensive plan. At this time, the user will also be able to access reports of the information submitted and check the status of the comprehensive plan submittal through the “Submission link” on the “Main Menu”.

The screenshot shows a web browser window with the address bar displaying the URL: http://iowadnr.gov/utawa/info/iowacomprehensiveplan/planreview/planreview.asp?WC=CR60402. The page title is "Iowa DNR Waste Management" and the subtitle is "The Iowa Department of Natural Resources". The main content area is titled "Plan Review Status for action due: 6-5-06". It features a table with columns: Date, Action, Lead, and Response. The table contains one row of data: 6/27/2005, 3:12:15 PM Online Submission Complete, Aja, and Aja. The left sidebar contains a navigation menu with links: Home, Waste Management, User Information, User: windotob@iowa.gov, Planning Area: Chad Stubbins's Planning Area, Date: 6/26/2005, Menu, Main Menu, Planning Area Description, Contacts, Board, Drop-off Recycling Sites, Wild Waste Management Sites, Remediated Facilities, Program Info by City, View Draft Reports, Submission, Change Password, Help, Using options, and Home.

Date	Action	Lead	Response
6/27/2005 3:12:15 PM	Online Submission Complete	Aja	Aja

Helpful Hints: No information needs to be entered by the user. This report is compiled automatically

[illegible]

Helpful Hints: All forms are in “printer-friendly” format and can be printed individually or a Full Report may be compiled. Being able to print these reports is ideal for review purposes and dissemination at meetings.

Reminder - For larger planning areas, compiling the full report may take a while to load.

Frequently Asked Questions:

The following table indicates some of the most common questions and provides helpful hints on how to navigate the site.

Question	Answer
1) How do I edit an entry?	As with all the forms, edits can be made to each entry by scrolling to the top of each form by clicking the dot next to the desired record and clicking "Edit Selected".
2) How do I delete an entry?	Some forms have a "Delete" button while other forms will allow you to make changes and then save ("Save and Continue" or "Save and Return to Menu").
3) How do I Print a completed report?	To print reports as they appear on the screen, users need to enable printing of background images. The method for doing this varies by browser and is beyond the scope of this document.
4) What do I if I get an error message?	If you get an error message, the database will identify what the error is. Make the appropriate changes and the error message should no longer appear. If error messages continue, contact the Department for help.
5) Can I reclaim an entry that's been deleted?	Contact the Department for assistance.
6) Can I add a city to the list?	The Department is the only user allowed to add/remove cities from the planning area.
7) Who will have access to my submission?	Planning areas will be provided with a username and password. Whomever you provide the username and password to will be able to access your reports. Please only provide this information to those you want to have access to the database.
8) What if I lose my username and/or password?	Contact the Department. The password will then need to be changed on next login.
9) Can I skip the sections that Department has already entered for me?	No, planning areas are required to check all the information entered and are required to save every record, even if no changes have been made. By clicking "Save", it acknowledges to the Department that each planning area has reviewed each data form. A final error check before submittal will ensure that this has taken place.
10) Can there be more than one primary contact?	Yes, you can have more than one "Primary Contact" listed for each planning area.
11) Is there a timeout function?	Yes, the database will kick users out after 60 minutes of inactivity.
12) Can I change my password?	Yes, users are allowed to change their passwords. Users are required to change the password the first time they login and as needed thereafter.

